

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
SYSTEM
LIMITED USE/CLAIM REGISTRATION FORM**

This form is to be used to register for LIMITED FILING PRIVILEGES for filing proofs of claim and related documents via the Internet component of the Case Management/Electronic Case Filing System (hereafter CM/ECF), in the United States Bankruptcy Court for the District of Arizona.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): _____

Agency/Company: _____

Mailing Address: _____

Voice Phone Number: _ (____) _____

Fax Number: _____

E-Mail Address: _____

By signing and submitting this registration form, I agree to abide by the following requirements:

1. Signatures on proofs of claim shall be indicated by “/s/” and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal rules of Criminal Procedure and any applicable non bankruptcy law.
2. The login and password for filing via the Internet shall be used exclusively by me and by any of my employees to whom I give authorization. All proofs of claim or other documents filed using my password will contain my signature as set forth in paragraph one.

3. I understand that it is my responsibility to maintain in my records all documents bearing original signatures that are filed as attachments or exhibits to proofs of claim I file using my password for the longer period of one year after the case or proceeding in which the papers are filed has been closed or all appeals are finalized unless the court orders a different period.
4. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing, immediately. I understand that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
5. I agree to abide by all of the requirements set forth in the Interim Operating Order, Administrative Procedures for Electronically Filed Cases currently in effect, and posted at www.azb.uscourts.gov, and any changes or additions that later may be made.

Applicant Signature

Date

- ☐ **I file a high volume of Requests for Notice and Notices of Assignment/Transfers of claims and request access to the Batch Filing process and a copy of the Batch Filing Instructions.**

Please Return to: U.S. Bankruptcy Court
Attn: Data Quality Administrators
230 N. First Ave., #101
Phoenix, AZ 85003-1706

HARDWARE/SOFTWARE REQUIRED FOR ECF

- (1) A personal computer running a standard platform such as Windows, Windows 95, Macintosh, Linux or Solaris with a minimum of 8Mg memory (32MB is recommended)
- (2) An Internet provider using point to point protocol (PPP) (128 bit encryption is recommended).
- (3) Netscape Communicator software Version 4.7. or higher. Version 4.7 is available from Netscape without charge at:

<http://www.netscape.com/download/>

Or Internet Explorer software Version 5.5, available from Microsoft without charge at:

<http://www.microsoft.com/windows/ie/downloads/default.asp>

- (4) Adobe Acrobat Reader, Version 5.0.5 (or latest version) which can be downloaded without charge at:

<http://www.adobe.com/proindex/acrobat/readstep.html> or
<ftp://ftp.adobe.com/pub/adobe/acrobatreader/>

To file documents in an **ECF** case you will need, in addition to the above, the following:

- (1) Adobe Acrobat Writer software to convert word processing documents and scanned documents to portable document format (PDF's). Only documents in PDF format can be filed on ECF.
- (2) A scanner to image documents that are not in your word processing system.

10/17/2005

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

CLAIMS FILING INSTRUCTIONS

- A. The Limited Use/Claims Filing Password may be used to electronically file proofs of claim, amended claims, withdrawals of claims, assignments or transfers of claims, requests for notice and reaffirmation agreements (with the signatures of the debtors). An attorney level ECF filing password also may be used by the attorney to file claims. **Effective 1/1/2005, assignments/transfers of claims, withdrawals of claims and requests for notice are not to be filed on the claims register as a claim. Those documents must be filed on the bankruptcy case docket. Your claims filing password will have access to do that. See the specific instructions below.**


Your claims filing password now has access to the following Bankruptcy Event Menu options.



- B. **PROOF OF CLAIM OR AMENDED CLAIM.**
To file a proof of claim or amended claim, follow these instructions.
1. Select **File Claims** under **Bankruptcy**.
 2. Input Case Number, using all numbers and letters as shown.

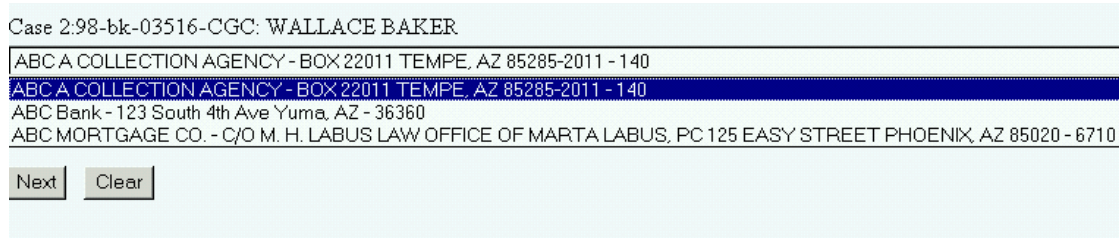
A screenshot of a web form for entering a case number. At the top, it says "Case Number Format: Office Code - Year - Case Type - Number (Example 2-03-bk-12345)". Below this, it lists "Office Code: 0=Yuma; 2=Phoenix; 4=Tucson" and "Case Type: bk=Bankruptcy, ap=Adversary, mp=Miscellaneous". There is a text input field for the "Case Number" containing "2-98-bk-03516". Below that is a "Name of creditor" text input field. Then, a "Type of creditor" dropdown menu is set to "Creditor". At the bottom are "Next" and "Clear" buttons.

Leave **Name of Creditor** field blank and leave **Type of Creditor** box on creditor, and click on **Next** (a creditors list box will be displayed), open that box and select your claimant from list. Open the box displayed by clicking on the name shown in the box. This will give you the beginning of the list of creditors. You may need to scroll down the list to find your creditor. If the scroll down bar on the right is off the screen, you may first need to use the left to right scroll at the bottom of the screen to scroll all the way to the right. You may also enter the first few letters of your claimant (in either lower or upper case, as the search is not case sensitive.)



A screenshot of a web form for searching creditors. At the top, there is a text input field containing "2-98-bk-03516". Below it, the "Name of creditor" field contains "abc". The "Type of creditor" is set to "Creditor" in a dropdown menu. At the bottom are "Next" and "Clear" buttons.

Only those creditors with those first letters selected will be displayed.



A screenshot showing the results of a creditor search. The title is "Case 2:98-bk-03516-CGC: WALLACE BAKER". Below it is a list of creditors: "ABC A COLLECTION AGENCY - BOX 22011 TEMPE, AZ 85285-2011 - 140", "ABC A COLLECTION AGENCY - BOX 22011 TEMPE, AZ 85285-2011 - 140" (highlighted in blue), "ABC Bank - 123 South 4th Ave Yuma, AZ - 36360", and "ABC MORTGAGE CO. - C/O M. H. LABUS LAW OFFICE OF MARTA LABUS, PC 125 EASY STREET PHOENIX, AZ 85020 - 6710". At the bottom are "Next" and "Clear" buttons.

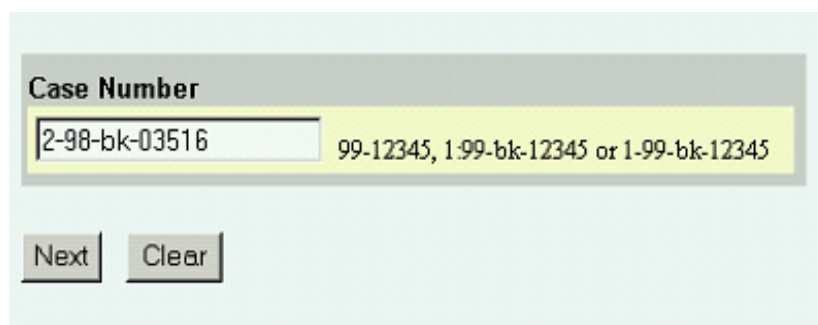
If you do not open the creditor box to display the list of creditors, and simply click on **Next**, your claim will be filed using the name highlighted on the displayed creditor list.

If the creditor list is quite long, you can enter the first three or four letters of your creditor's last name or business name to obtain a shorter list of creditors as shown above.

3. If your claimant is not on the creditor list, or if your claimant is on the list but at an address different from that on your claim, then select **Add Creditor**, (the case number will be displayed, click on Next), to add your claimant at the address on the claim.



A screenshot showing a blue underlined link "Add Creditor" and "Next" and "Clear" buttons below it.



A screenshot of a "Case Number" field. The input field contains "2-98-bk-03516". To the right of the input field, the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345" is displayed. Below the field are "Next" and "Clear" buttons.

When inputting your claimant on the creditor list, use no more than the name line plus 4 address lines. Enter in ALL CAPS. Leave type as **Creditor**. Leave dot in No for Creditor Committee. Place radio button in **Last Entry circle** and click on **Next**. Then click on **Submit**.

Name	ZZZ BANK
Address 1	SUITE 6789
Address 2	1234 WEST STREET
Address 3	DENVER CO 11256
Address 4	
Address 5	
Type	Creditor
Creditor committee	<input checked="" type="radio"/> No <input type="radio"/> Yes
	<input type="radio"/> Continue To Enter <input checked="" type="radio"/> Last Entry
Next	Clear

Then select **File a Proof of Claim**.

Case Number	2-98-bk-03516
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Repeat steps at paragraph 2 to include all steps for selecting the creditor. You will need to open the creditor list box to find the claimant you just added. The system does not automatically select the party just added.

4. Select your claimant from list displayed and click on **Next**.

XYZ CORPORATION - 1234 N. CENTRAL PHOENIX, AZ 85003 - 235
Yuma Regional Medical Center - 2400 Avenue A Yuma, AZ 85364 - 36381
YUMA TITLE - 1706 S. 4TH AVE YUMA, AZ 85364 - 160
Zales Jewelers - Acct # 6035-2510-4241-8447 PO Box 8181 Gray, TN 37615-8181 - 36484
Zales Jewelers - PO Box 8181 Gray, TN 37615-8181 - 36485
ZZZ BANK - SUITE 6789 1234 WEST STREET DENVER CO 11256 - 45268

5. Input information and data on claims register screen. If filing an amended claim, input the original claim number in the **Amends Claim #** box. Leave the Status box blank and the Late box at the No default. To file a withdrawal of claim or a assignment/transfer of claim see the instructions below as those must be filed on the bankruptcy case docket and not on the claims docket.

6. When inputting the amount claimed, if you input amounts in more than one of the boxes, the system will automatically total those amounts.
7. Any account number (because of the federal courts' privacy policy, do not input an entire SSN if that is the account number, only the last four digits of the SSN are to be input) should be input in the **Description Box** and the **Remarks Box** may be used for any other information you may want to input. Click on Next.

Proof Of Claim Information For				
45268 - ZZZ BANK SUITE 6789 1234 WEST STREET DENVER CO 11256				
Case Number: 2:98-bk-03516-CGC	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor
Last Date To File:	Last Date To File(Govt):	Date Filed: 11/22/2004	Late: No	Status:
Amount Claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
777.77	1599.99			2377.76
Amount Allowed				Total (Display Only)
				
Description:		Account Number		
Remarks:		Other Remarks		
Next Clear				

8. Load the proof of claim or amended claim in pdf format. You are given the opportunity to add one or more attachments. If the file size of scanned exhibits exceed 3 megabytes, they should be broken up into sections under 3 megabytes. Do not file only the proof of claim and then send the paper exhibits to the court. You must e-file all exhibits or other attachments. If you have no attachments, click on Next

Case **2:98-bk-03516-CGC**

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next
Clear

If you are filing exhibits to the claim, upload your claim in pdf format and select Attachment to Document: Yes. Then upload the attachment(s) (be sure to complete the type and description) and click on Add to List. Repeat if more than one attachment. After loading and describing the attachments, click on Next.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type	Description
<input type="text" value="Exhibit"/>	<input type="text" value="A through F"/>

3) Add the filename to the list box below. If you have more attachments, go back to

9. No paper copy of the proof of claim or amended claim should be sent to the court. Pursuant to Local Bankruptcy Rule 2083-10, in a Chapter 13 case, a copy of a secured or priority claim is to be served on the trustee and the debtor.
10. The ECF system will display a Notice of Electronic Claims Filing which is evidence that the filing was completed. This is also your proof of filing. You should print this notice or save it in electronic format.

U.S. Bankruptcy Court
District of Arizona

Notice of Electronic Claims Filing

The following transaction was received from Christensen, ClaimFiler on 11/22/2004 at 2:12 PM AZ

Case Name: WALLACE BAKER
Case Number: [2:98-bk-03516-CGC](#)
ZZZ BANK
SUITE 6789
Creditor Name: 1234 WEST STREET
DENVER CO 11256
Claim Number: [32](#)
Total Amount Claimed: \$2377.76

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: H:\WP\02-2143 ord.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=875559564 [Date=11/22/2004] [FileNumber=31581-0]
6a7991b9c9c13bd0faf3947ceb3f177ab20ddd3557227a2ab4c32947827e4e319f7f
944e04a88e6c1392161e18fc10b3a9a4540e679b0a6f4e7aacca6abfc94]]

- C. REQUEST FOR NOTICE. To file a Request for Notice, select Claim Actions from the Bankruptcy Events Menu. If you file a number of these and want to be able to file them in a batch process without having to file a document, then please call the help desk at 602-682-4900 and request batch filing access be added to your password and request a set of the batch filing instructions.



Enter the Case Number.

Case Number Format: *Office Code - Year - Case Type - Number* (Example 2-03-bk-12345)

Office Code: 0=Yuma; 2=Phoenix; 4=Tucson

Case Type: bk=Bankruptcy; ap=Adversary; mp=Miscellaneous

Case Number

99-12345, 1-99-bk-12345 or 1-99-bk-12345

From the Drop Down Menu, select Request for Notice.

Change of Address
Notice of Objection to Claims
Objection to Claims
Objection to Transfer
Reaffirmation Agreement - Pro Se Debtor
Reaffirmation Agreement/Declaration of Attorney
Request for Notice
Withdrawal of Claim

If your company is on the list displayed, you should select it from the list only if you have previously filed a document in this case and added your company at that time since then you will know that the address is correct. Otherwise, Select Add/Create New Party.

Please select the filer.

Select the Party:

ABC BANK, [Creditor]

ABC BANKING CORP., [Creditor]

ABC MEDIA, [Creditor]

ABC MORTGAGE CO., [Creditor]

ABC NEWS INC., [Creditor]

ABC SCHOOL, INC., [Creditor]

ABC STORE, [Creditor]

ABC TRUCKING CO., [Creditor]

▲

■

▼

[Add/Create New Party](#)

(T) indicates a terminated party

Next

Clear

If adding your company as a new party, type the first three or so letters of the company name in Last/Business name field and click on next.

Search for a party

SSN

Tax Id

Last/Business name

Search

Clear

If your company's name is displayed now, you may select that name from the list, a pop-up window will display the address, if incorrect, you will have the opportunity to change the address on the next screen. If not displayed, click on Create new party.

Party search results

XYZ BANK,

XYZ CO.,

XYZ Corp,

XYZ Corp,

XYZ Corp.,

XYZ INCORPORATED,

▲

■

▼

Select name from list

Create new party

Input your company name and the address to which you want notices mailed. Effective 10/17/2005, the address you input will be used for mailings to you, in this case, over any other address you may have previously provided. Please be sure to select Creditor for the Role type.

Party Information			
Last name	XYZ MORTGAGE CO.	First name	
Middle name		Generation	
SSN	222-11-1234	Title	
Tax ID		Address 1	ATTN: SUE CLAIMS FILER
Office		Address 2	PO BOX 77788
Address 3		Address 3	
City	CHICAGO	State	IL
Zip	66650	Country	
County		Phone	
Country		Fax	
E-mail		ProSe	yes
Role	Creditor (cr.cr)		
Party text			
Submit	Cancel	Clear	

Your company name will now be on the Party list for the case and will be highlighted, you only need to Click on Next.

Please select the filer.

Select the Party:

XYZ MORTGAGE CO., [Creditor]	Add/Create New Party
ABC BANK, [Creditor]	
ABC BANKING CORP., [Creditor]	
ABC MEDIA, [Creditor]	
ABC MORTGAGE CO., [Creditor]	
ABC NEWS INC., [Creditor]	
ABC SCHOOL, INC., [Creditor]	
ABC STORE, [Creditor]	

(T) indicates a terminated party

Next Clear

You will next be prompted to upload your Request for Notice document which must be in Adobe Acrobat pdf format.

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

The entry will show that the Request for Notice was made by the person with the claims filing password on behalf of your company.

Docket Text: Final Text

Request for Notice filed by ClaimFiler Christensen of Chris, Filing Claims on behalf of XYZ MORTGAGE CO..(Christensen, ClaimFiler)

Warning!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

After making the final submission, you will receive the following filing receipt, which you may want to print or otherwise save as proof of your request.

U.S. Bankruptcy Court
District of Arizona

Notice of Electronic Filing

The following transaction was received from Christensen, ClaimFiler entered on 11/22/2004 at 2:49 PM AZ and filed on 11/22/2004

Case Name: WALLACE BAKER
Case Number: [298-bk-03516-CGC](#)
Document Number: 223

Docket Text:
Request for Notice filed by ClaimFiler Christensen of Chris, Filing Claims on behalf of XYZ MORTGAGE CO..(Christensen, ClaimFiler)

The following document(s) are associated with this transaction:

- D. **ASSIGNMENT/TRANSFER OF CLAIM.** If you already have a claims filing password, you may have been filing these as a claim using the File Claims option. Effective January 1, 2005, assignments/transfers of claims or notices of them are no longer to be filed on the claims register as a claim. Instead, they are to be filed on the bankruptcy case docket using the Claim Actions option on the Bankruptcy Events Menu. If the assignor/transferor has not filed a proof of claim, you the assignee/transferee should not be making this filing and instead should file a proof of claim.

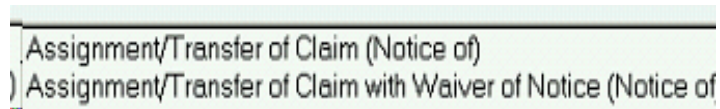
Bankruptcy Events

[Claim Actions](#)
[Creditor Maintenance...](#)
[File Claims](#)

The process of filing is the same as outlined above except a different entry is to be selected.

Select one of the two Assignment/Transfer entries. If the Notice of Assignment/Transfer is a joint one with the assignor/transferor who waives notice under Bankruptcy Rule 3001, then please select the second entry that includes “with Waiver of Notice.” One of

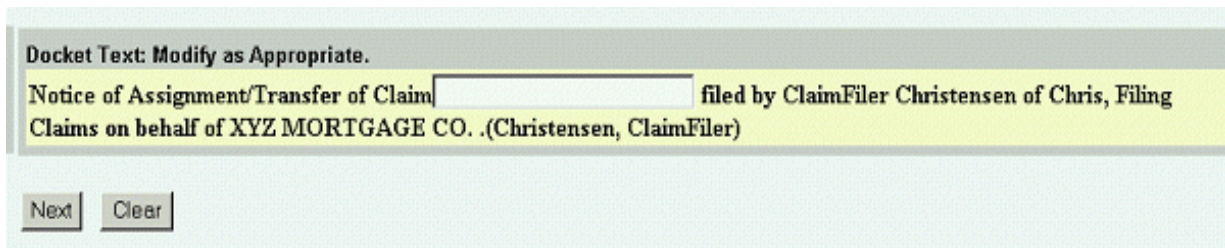
these two entries are to be used whether filing the actual assignment/transfer or filing a notice of the assignment/transfer that has occurred.



Follow the steps outlined above to select, add or create your company (the assignee/transferee) to the party list.

Upload the document you are filing (the assignment/transfer of notice of) in pdf format as outlined above. Any attachments may be uploaded as outlined in claims filing above.

You may add additional text to your entry, in the white box, if you wish, though it is not required.

A screenshot of a web form for filing a claim. At the top, it says "Docket Text: Modify as Appropriate." Below this, there is a text box containing the text "Notice of Assignment/Transfer of Claim" followed by a white input field. To the right of the input field, it says "filed by ClaimFiler Christensen of Chris, Filing Claims on behalf of XYZ MORTGAGE CO. .(Christensen, ClaimFiler)". At the bottom of the form, there are two buttons: "Next" and "Clear".

After the final submission, you will receive a filing receipt, which is your proof of filing. You may want to print or otherwise save it in electronic format.

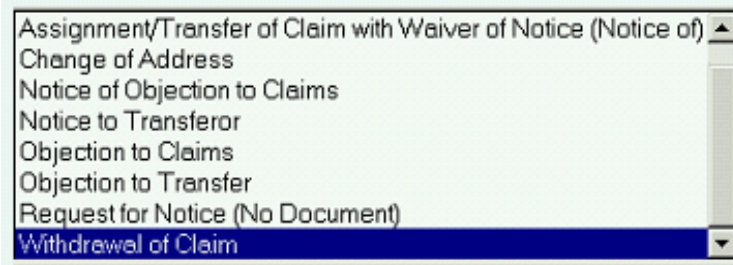
- E. **WITHDRAWAL OF CLAIM.** Effective January 1, 2005, withdrawals of claims must be filed on the bankruptcy case docket and are not to be filed as a claim on the claims register.

To file a Withdrawal of Claim, select Claim Actions from the Bankruptcy Events Menu.



The process of filing is the same as outlined above except a different entry is to be selected.

Select the Withdrawal of Claim entry from the list.




A screenshot of a web application interface showing a dropdown menu. The menu is open, displaying a list of options: "Assignment/Transfer of Claim with Waiver of Notice (Notice of)", "Change of Address", "Notice of Objection to Claims", "Notice to Transferor", "Objection to Claims", "Objection to Transfer", "Request for Notice (No Document)", and "Withdrawal of Claim". The "Withdrawal of Claim" option is highlighted in blue. Below the dropdown menu are two buttons: "Next" and "Clear".

Follow the steps outline above to select, add or create your company (the assignee/transferee) to the party list.

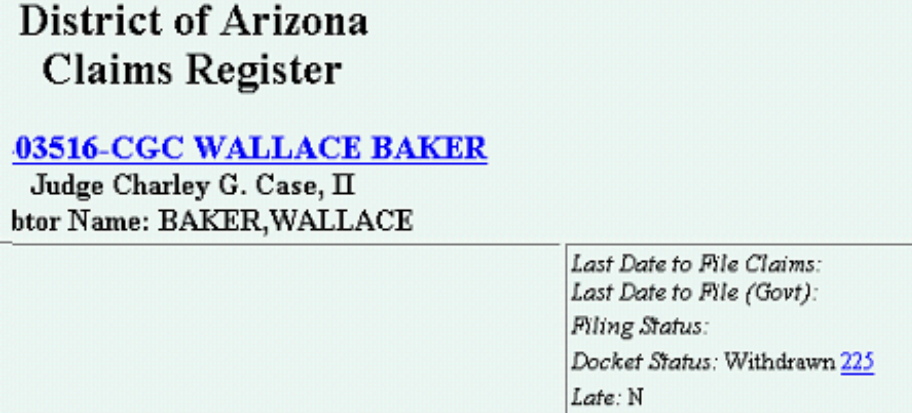
Upload the withdrawal of claim document in pdf format as outlined above. Any attachments may be uploaded as outlined in claims filing above.

You must enter the claim number from the claims register of the claim being withdrawn. You cannot complete the filing process without entering the claim number. If you do not know the claim number, then you will need to view the claims register (which can be done by clicking on the hyperlink to the case name and number, though this will require the input of your PACER login and id.) and obtain that number. The claims register entry for that claim number will show a docket status as Withdrawn. **If your claim is not on the claims register, then call the help desk at 602-682-4900.**



A screenshot of a web application interface showing a form. The form has a label "Enter Claim Number(s):" followed by a text input field containing the number "10". To the right of the input field is a label "Status:" followed by a dropdown menu showing "Withdrawn". Below the input field and dropdown menu are two buttons: "Next" and "Clear".

After the filing process is complete you will receive a Filing Receipt as your proof of filing. You may want to print it or otherwise save it in electronic format.



A screenshot of a web application interface showing the "District of Arizona Claims Register". The title "District of Arizona Claims Register" is displayed in a large, bold, black font. Below the title is a blue hyperlink "03516-CGC WALLACE BAKER". Under the hyperlink is the text "Judge Charley G. Case, II" and "btor Name: BAKER, WALLACE". To the right of this text is a table with the following information:

<i>Last Date to File Claims:</i>
<i>Last Date to File (Govt):</i>
<i>Filing Status:</i>
<i>Docket Status:</i> Withdrawn 225
<i>Late:</i> N

- F. **REAFFIRMATION AGREEMENTS.** You can also electronically file a reaffirmation agreement. The agreement should only be imaged/scanned (in pdf format) after it contains your company representative's signature, the debtor(s)' signature(s) and the attorney's signature if the debtor(s) are represented by an attorney and the attorney is making the declaration pursuant to Section 524© and, for cases subject to the Bankruptcy Act of 2005, the attorney also has certified that the agreement does not impose an undue hardship on the debtor. If the debtor(s) do not have an attorney or their attorney has not signed the required declaration or certification, then the reaffirmation agreement should have your company's representative's signature and the debtor(s)' signature(s).

Since the reaffirmation agreement filed must show the signatures required above, the agreement will need to be imaged or scanned into pdf format for filing. Your company is required to retain the original agreement with the original signatures.

To electronically file a reaffirmation agreement, select the appropriate one of the two following entries under Claim Actions. Use the Reaffirmation Agreement/Declaration of Attorney entry only if the agreement contains or has an attachment that includes the attorney's signed declaration or affidavit that the debtor(s) were advised pursuant to the requirements of Section 524© and for cases subject to the Bankruptcy Act of 2005 also contain the attorney's certification that it does not impose an undue hardship on the debtor.

Reaffirmation Agreement - Pro Se Debtor
Reaffirmation Agreement/Declaration of Attorney

The balance of the filing process is the same as described above except that when selecting the filing party, you should select both your company and the debtor(s) since the agreement is being filed on behalf of both your company and the debtors. You may need to first add your company to the list of filers as outlined above. To select more than one filer, after clicking on the first one, click on the additional debtor(s) (if a joint debtor case and both debtors have entered into the agreement, select both debtors) by holding down the Ctrl key when clicking.

Please select the filer.

Select the Party:

AEA Federal Credit Union, [Creditor]	Add/Create New Party
ARIZONA DEPARTMENT OF ECONOMIC SECURITY, [Creditor]	
AUTOS FOREVER, INC., [Creditor]	
BAKER, WALLACE [Debtor]	
BANK OF AMERICA, [Creditor]	
BANK ONE, [Creditor]	
BETTER BUSINESS INC., [Creditor]	
BIRDELL, DAVID A, [Trustee]	

(T) indicates a terminated party

- G. UTILITIES MENU. Under the Utilities Menu you may Maintain your Password Filing Account (update your address or other information) and also View a Transaction Log of all your filings for the time period specified.

